



Department of Defense INSTRUCTION

NUMBER 4205.3

July 6, 1987

USD(A)

SUBJECT: DoD Small and Disadvantaged Business Subcontracting Reporting System

References: (a) Federal Acquisition Regulations (FAR), Section 19.704,
"Subcontracting Reporting System"
(b) Public Law 93-400, "Office of Federal Procurement Policy Act,"
August 30, 1974, Section 6(d)(5), "Federal Procurement Data System
Reporting Manual"

1. PURPOSE

This Instruction:

1.1. Prescribes procedures for submitting Quarterly Subcontracting Reports (Standard Form SF 295), as required by reference (a).

1.2. Implements reference (b).

2. APPLICABILITY AND SCOPE

2.1. This Instruction:

2.1.1. Applies to the Military Departments and the Defense Logistics Agency (DLA) (hereafter referred to collectively as the "DoD Components"). It also applies to the Defense Agencies other than the Defense Logistics Agency (hereafter referred to as "other Defense Agencies").

2.1.2. Applies to the Small and Disadvantaged Business Utilization (SADBU) offices of the DoD Components.

3. RESPONSIBILITIES

3.1. The Heads of DoD Components, or their designees, shall submit SF 295, "Summary Subcontract Report," for prime and subcontracts requiring a subcontracting plan, and for which they have cognizance for contract administration to the following organization:

Directorate for Information Operations and Reports
Washington Headquarters Services
1215 Jefferson Davis Highway, Suite 1204
Arlington, VA 22202-4302

3.2. The DoD Components shall submit an applicable SF 295 to the address in subsection 3.1., above, for processing within 30-calendar days following the end of each quarter.

3.3. Before the form is submitted, the DoD Components shall perform the pre-data entry check-in and edit in accordance with procedures issued by the Office of the Secretary of Defense, SADBUE office.


3.4. The "other Defense Agencies" shall submit their subcontracting reports through the DoD Component responsible for administering their prime contracts.

4. INFORMATION REQUIREMENTS

The Summary Subcontract Report is assigned OMB Control Number 9000-0007.

5. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward one copy of implementing documents to the Office of the Secretary of Defense (Small and Disadvantaged Business Utilization Office) within 120 days.



Richard Godwin
Under Secretary of Defense
(Acquisition)